

STAFFING CONVERSION #26

classification

Approved For Release 2001/08/07 : CIA-RDP78-07181R000200010011-4

COMPUTER SERVICES REQUEST FORM

REQUESTING OFFICE OP/CD/SRB	COMPONENT 12760070	REQUESTOR'S CONTROL NO. 22P010 (SSCR No. 26)
REQUESTOR'S NAME [REDACTED]		DATE 3 Feb 1972 8 August 1971

SERVICE REQUESTED (use additional sheets if necessary)

Staffing System Conversion No. 26:

Using the most current T/O Master File, prepare report 197, excluding all non-military positions.

Print three copies of the report on 143 form, 10 x 15, overflowing by office and by division. Allow a 2 inch space between the space allocated for the printing of the occupational title and the schedule of the grade and, a one inch space between the space allocated for the occupational code and the grade of the position. This extra spacing will allow PMCD to post, if required, the new and/or revised military occupational titles and occupational codes to the report, reducing the necessity for preparing Staff Complement Change Authorization Forms, Form 261.

WORK ORDER WRITTEN FOR THE RECORD -

STATINTL

TARGET DATE FOR COMPLETION
1 mo. ^{before} after conversion

APPROVED BY [REDACTED]

DO NOT WRITE BELOW THIS LINE—TO BE COMPLETED BY OCS

TYPE OF REQUEST (code)	DATE RECEIVED	OCS TASK NO.
PROJECT NAME	EST. MANHOURS	SPECS RECEIVED (DATE)
REQUEST RECEIVED BY		
ASSIGNED TO		
ESTIMATED COMPLETION DATE	DATE COMPLETED	ACTUAL MANHOURS

REMARKS

DATE

APPROVED BY

~~SECRET~~ (WHEN FILLED IN)

~~SECRET~~ (WHEN FILLED IN)

classification

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COMPUTER SERVICES REQUEST FORM

REQUESTING OFFICE 01/CD/SRB	COMPONENT 12760070	REQUESTOR'S CONTROL NO. 64010
REQUESTOR'S NAME [REDACTED]	STATINTL [REDACTED]	EXTENSION [REDACTED]
SERVICE REQUESTED (use addition)		DATE 3 JUL 78 STATINTL

Staffing System Conversion No. 26:

Using the most current T/O Master File, prepare report 197, excluding all non-military positions.

Print three copies of the report on 143 form, 10 x 15, overflowing by office and by division. Allow a 2 inch space between the space allocated for the printing of the occupational title and the schedule of the grade and, a one inch space between the space allocated for the occupational code and the grade of the position. This extra spacing will allow PMCD to post, if required, the new and/or revised military occupational titles and occupational codes to the report, reducing the necessity for preparing Staff Complement Change Authorization Forms, Form 261.

WORK ORDER WRITTEN FOR THE RECORD -

STATINTL

TARGET DATE FOR COMPLETION 1 mo. before conversion	APPROVED BY [REDACTED]	
DO NOT WRITE BELOW THIS LINE		
TYPE OF REQUEST (code)	DATE RECEIVED	OCS TASK NO.
PROJECT NAME	EST. MANHOURS	SPECS RECEIVED (DATE)
REQUEST RECEIVED BY		
ASSIGNED TO		
ESTIMATED COMPLETION DATE	DATE COMPLETED	ACTUAL MANHOURS

REMARKS

DATE

APPROVED BY

FORM 930

Approved For Release 2001/08/07 : CIA-RDP78-07181R000200010011-4

EDITIONS

Classification

(13-21-38)

S-E-C-R-E-T (WHEN FILLED IN)

S-E-C-R-E-T (WHEN FILLED IN)

STAFFING SYSTEM CONVERSION REQUIREMENTS

CONVERSION NUMBER 27

REQUIREMENTS: Purge DCI other, DDS other, DDP other, DDI other and DDS&T other records that follow the last office record within each one of the respective Directorates on the current T/O Master.

REMARKS:

1. Note: These records have not been reported for approximately five years.
2. This cannot be accomplished until the total conversion to the new Staffing System. A few report programs currently used these records for report control breaks following each Directorate.

RESPONSIBLE COMPONENT : _____

REQUESTED DATE : 30 JULY 71

REQUESTED COMPLETION DATE: _____

COMPLETION DATE : _____

STAFFING SYSTEM CONVERSION REQUIREMENTS

CONVERSION NUMBER 28

REQUIREMENTS:

Provide for the identification of the following new data fields in the current T/O master file and print them on Report 197 (T/O Master list) and Report 140 (Position Control Register).

See attachments for specifications.

- | | |
|--------------------|------------------------------|
| 1. Location Code | 4. Emergency Relocation Code |
| 2. Footnote Code | 5. Position Title Suffix |
| 3. Supervisor Code | 6. Abbreviated Org Title |

REMARKS:

1. The above is in support of Conversion Numbers 05, 06, 13, 15, 16, 18 & 20.
2. This will provide for the orderly input of the new data items into the current system, which should be finished prior to the total conversion to the new Staffing System.
3. Work order (Form 930) will be prepared by SRB/OP.

RESPONSIBLE COMPONENT : M&PB/OCS & SRB/OP

REQUESTED DATE : 30 July 71

REQUESTED COMPLETION DATE:

COMPLETION DATE : 31 Aug 1971

PROGRAM SPECIFICATIONS

REF: STAFFING Conversion Number 28

1. Provide for the identification of the following new data fields in the current T/O master file. Change the T/O edit program to permit them as input.

<u>Data Name</u>	<u>Record ID</u>	<u>Location in Record</u>	<u>Edit</u>
A. Location Code	P	Item 7 - Follows MANS Code	5N or Blanks
B. Footnote Code	P	Follows Location	1 Special Char or Blank
C. Supervisor Code	P	Follows Footnote	1 Alphanumeric or Blank
D. Emergency Relocation Code	P	Follows Supervisor	1 Char = "E" or Blank
E. Position Title Suffix	P	Follows Emergency Relocation	5 Alphanumerics or Blank
F. Abbreviated ORG Title	H	Item 9 - First 5 Characters	5 Alphanumerics or Blank

2. Change Report 197 (T/O Master List) to reflect all the new data items. See attached report layout. Page overflow by Office & Division codes, with exception of 997, 998 and 999 Division Codes.
3. Change Report 140 (Position Control Register) to allow for the printing of:
 - (a) Abbreviated Org Title in the Employee Number column
 - (b) Emergency Relocation Code in the PCS O/S Date (MO) column
 - (c) Supervisor Code in the PCS O/S Date (YR) column
 - (d) Location Code in the Station Code column